

**Commonwealth of Virginia
Department of Housing and Community Development**

**COMBINED APPLICATION
INFORMATION AND INSTRUCTIONS**

Fiscal Year 2008 (July 1, 2007 to June 30, 2008)
for the following programs:

State Shelter Grant (SSG)
Emergency Shelter Grant (ESG)
Child Services Coordinator Grant (CSCG)
Child Care for Homeless Children Program (CCHCP)

Applications Must Be Received By:

5:00 PM on Friday, May 11, 2007

**Department of Housing and Community Development
Housing and Homeless Assistance Office
The Jackson Center
501 North Second Street
Richmond, VA 23219-1321**

**COMBINED APPLICATION
INFORMATION AND INSTRUCTIONS
Fiscal Year 2008**
(July 1, 2007 to June 30, 2008)

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SECTION 1: GENERAL INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

The Homeless and Special Needs Housing Unit of the Virginia Department of Housing and Community Development (DHCD) offers four grants to nonprofit agencies and local governments to assist with the costs and services associated with providing shelter and ending homelessness for individuals and families. The four programs offered in the combined application are applicable to emergency shelters, transitional housing programs, domestic violence shelters, winter and day shelters.

Applicants that have outstanding audit or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous DHCD agreements are ineligible for funding. Primarily religious organizations must provide approved services in a manner that is free from religious influences.

All applicants **must** complete the entire first section of the application, entitled “General Information”, complete each of the required attachments and submit the required supplemental information. The remainder of the application is divided by program, and only those programs the applicant is interested in applying for need to be submitted. An explanation of each program is provided in this Information and Instructions document as well as a section to provide definitions of terms utilized by DHCD.

The following programs are included in this combined application:

- State Shelter Grant (SSG)
- Emergency Shelter Grant (ESG)
- Child Services Coordinator Grant (CSCG)
- Child Care for Homeless Children Program (CCHCP)

Throughout the grant year, recipients of any of these grant funds will be monitored by DHCD staff. Regular reviews of required statistical and financial reports will be conducted as well as on-site visits to review programmatic and financial procedures and to learn more about services provided. Each site will be assigned a Program Administrator who will serve as a point of contact for technical assistance.

The deadline for the receipt of applications and all necessary supplemental information and attachments is 5:00 PM on Friday, May 11, 2007. Applications received after this time or with incomplete information will not be accepted and funding for those agencies and organizations will be denied.

New Applicants

Nonprofit organizations or local governments that previously have not received any of the above mentioned grants from DHCD are required to provide an additional letter of support from their local CoC. This document should substantiate the indicated services outlined in the applicant's proposal and community need for them. Additionally, DHCD will conduct a site inspection visit prior to the final award of grant funds. The shelter grant funds are not intended for start up efforts; agencies are expected to have existing services established prior to participating in the application process.

Computer Specifications

All forms, publications and applications are available electronically on the DHCD website: <http://www.dhcd.virginia.gov>. Therefore, it is essential for every agency to have ready access to a computer, with internet access and e-mail addresses for employees of your organization.

Continuum of Care Planning Groups

In accordance with the US Department of Housing and Urban Development, DHCD requires applicants to be actively involved in their local Continuum of Care (CoC) planning group. Each applicant must be certified as an active participant and as performing a needed and unduplicated service by their CoC Chairperson. If the chair for the applicant's CoC is an employee or volunteer at the applicant's agency, another CoC member in a leadership position should certify this assurance. Please see Attachment F (Combined Application - page 12) for the required form.

New Funding Distribution Formula for SSG and ESG

DHCD wants to ensure that the limited pool of funding that is received is used in the most effective way possible to help enable organizations to provide the necessary services to the homeless individuals and families of the Commonwealth. In order to do this, funding will be partially based on performance measures rather than solely on the per bed formula that has historically been used to fund the State Shelter Grant and Emergency Shelter Grant. It is the intent of DHCD to help organizations build their capacity and operate more efficiently and effectively.

Changes to the SSG and ESG formula include:

- Dividing the pools of SSG and ESG funds into three allotments – 70%, 15% and 15%.
- The 70% allotment will be used as base line funding and will be awarded on a per bed formula as has been done in previous years.
- The two 15% allotments will be awarded based on utilization and supportive services provided.
- The 15% utilization allotment will be awarded based strictly on utilization rates for the first three quarters of FY 07.
- The 15% supportive services pot will be allocated based on the level of supportive services provided as outlined in the application.

Quarterly Reports

In order to maintain funding, organizations **must** electronically submit quarterly reports for all funded programs to DHCD by the 10th of the month following the end of the quarter. Late, incomplete or inaccurate information is grounds for delay in payment and/or termination of the grant agreement.

The fiscal year 2008 due dates for quarterly reports are:

First Quarter:	July 1 - September 30, 2007	Report Due: October 10, 2007
Second Quarter:	October 1 - December 31, 2007	Report Due: January 10, 2008
Third Quarter:	January 1 - March 31, 2008	Report Due: April 10, 2008
Fourth Quarter:	April 1 - June 30, 2008	Report Due: July 10, 2008

Notice of Funding and Grant Agreements

Applications will be reviewed for completeness and accuracy by a panel of reviewers. DHCD may contact applicants for verification or clarification of information or for additional information prior to a funding decision.

Notifications of funding will be made by June 20, 2007.

Mandatory grant implementation sessions will be conducted in several sites across the state between June 25 and July 13. Specific dates and times will be made available by May 15.

Please note that all awards under any of the four programs included in this application are contingent upon availability of funding.

Application Sessions

DHCD is offering three "How to Apply" telephone conference sessions in April for current and prospective grantees. These sessions will review the new format of the combined application and provide technical assistance to ensure accurate completion of the document. While it is not mandatory, it is highly recommended that all applicants participate in one of the conference calls. The dates and times are:

Friday, April 13, 2007	9:00 AM – 11:00 AM
Friday, April 13, 2007	1:00 PM – 3:00 PM
Monday, April 16, 2007	9:00 AM – 11:00 AM

Please e-mail Nicole Poulin at nicole.poulin@dhcd.virginia.gov no later than 5:00 PM Tuesday, April 12, 2007 to reserve a space at one of the sessions.

For Further Questions

Contact: Nicole Poulin, Program Manager

Phone: 804-371-7113

Email: nicole.poulin@dhcd.virginia.gov

APPLICATION INSTRUCTIONS

General Directions

1. Review the program guidelines and requirements for eligibility information specific to each of the four programs included in this application before you complete the application. **Inaccurate and/or incomplete information will result in denial of funding.**
2. All applicants must complete Section 1, and provide the necessary supplemental information and applicable attachments.
3. Sections 2 - 4 are specific to each program; therefore, only the sections pertaining to those programs applied for should be submitted. Program descriptions for SSG, ESG, CSCG, and CCHCP are in this Information and Instructions document.
4. Please refer to the Definitions section for an explanation of the terms used in the application.

Completing the Application (Microsoft Word Document)

1. Download a copy of the application document. Use the “Save As” function under “File” to save a copy on your computer.
2. The application is a Word document and must be completed on your computer.
3. The full legal name of the agency should appear on upper right hand corner on every page next to “Applicant” listing.
4. When the entire application is completed print a copy of the application.
5. Upon completion, review the application and complete the “Application Checklist”. Ensure that all necessary forms are signed.
6. Compile the printed completed application and supplemental information in the order requested, embedding supplemental information and attachments, including narratives, within the application where requested.

Narratives

Where narratives are required, the following criteria must be applied:

1. Point 12, Times New Roman font
2. 1 inch margins
3. Single spaced
4. Stay within the specified page limit
5. Type agency name on the upper right hand corner of each page
6. Specify which narrative each attachment represents

Format

All aspects of the application must be completed using a computer with the exception of original signatures. Hand written applications will not be considered for funding. Three unbound packets of application materials (ORIGINAL and two COPIES) are required in the following order:

CHECKLIST *(must accompany each application)*

SECTION 1: GENERAL INFORMATION *(must be submitted with each application)*

- A. Applicant Information
- B. Program Narrative
- C. Facility Information
- D. Supplemental Information
- E. Attachments

SECTION 2: STATE SHELTER GRANT (SSG) AND EMERGENCY SHELTER GRANT (ESG) APPLICATION

Submit the sections for which funding is being requested. Applicants requesting funding for multiple programs must submit all applicable sections.

- A. Full Year Emergency Shelter Programs
- B. Transitional Housing Programs
- C. Winter Shelter Programs
- D. Day Shelter Programs
- E. Delivery of Supportive Services *(all applicants must complete this section)*

SECTION 3: CHILD SERVICES COORDINATOR GRANT (CSCG) APPLICATION *(submit only if applying for CSCG funding)*

SECTION 4: CHILD CARE FOR HOMELESS CHILDREN PROGRAM (CCHCP) APPLICATION *(submit only if applying for CCHCP funding)*

Submission Deadline

1. The application for any or all programs included in this application is due in the DHCD office of the Jackson Center no later than 5:00 PM on May 11, 2007.
2. This requirement is firm as to place, date, and time.
3. **Applications received after this date will not be accepted and funding for those organizations will be denied.**
4. Incomplete applications will not be accepted.
5. No applications will be accepted by facsimile or electronically.
6. Hand delivered applications should be brought to the main entrance of the DHCD office at the address below. Please request a receipt.
7. Send one original and two copies of all required documents to:
Nicole Poulin, Program Manager
Homeless and Special Needs Housing
Department of Housing and Community Development
The Jackson Center
501 North Second Street
Richmond, Virginia 23219-1321

SECTION 2: STATE SHELTER GRANT (SSG) AND EMERGENCY SHELTER GRANT (ESG)

PROGRAM GUIDELINES AND REQUIREMENTS

State Shelter Grant (SSG)

Eligible Activities

SSG offers grants for (1) rehabilitation, repair and improvements to bring facilities presently in use for housing homeless persons into compliance with state and local health and building codes; (2) costs of administration and operation of programs for the homeless that include a housing component; and (3) provision of supportive services for the homeless that do not duplicate or supplant existing local services.

Applicants for all emergency shelter programs, excluding winter shelters, are required to offer case management services as outlined in the application. Recipients of SSG funds may give preference to homeless persons who resided in their service area prior to becoming homeless. However, it is expected that any bona fide homeless person meeting the emergency shelter or transitional housing program's admission criteria will be provided shelter and services if space is available, with no consideration to previous residency status or last address. Providers of emergency shelter for victims of domestic violence who receive funds through SSG may grant priority to domestic violence victims, but must provide services to women (and their dependents, when appropriate) who are homeless due to other causes when space is available.

Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in Virginia who provide emergency shelter and/or transitional housing for homeless persons within the Commonwealth of Virginia.

At a minimum, all facilities assisted with SSG must meet the U. S. Department of Housing and Urban Development's Section 8 Housing Quality Standards and Habitability Standards. Staff will contact applicants who have not previously received SSG funds to schedule a facility tour prior to a funding decision. Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

Outcome Targets

- 30% of households exiting Emergency or Domestic Violence Shelters move to permanent housing
- 75% of households exiting Transitional Housing move to permanent housing

Match

Recipients of SSG funds are required to provide a dollar-for-dollar match.

Ineligible Activities

SSG funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- provision of day shelter services with no overnight accommodations;
- provision of shelter or services to persons other than those who are homeless;
- provision of emergency shelter for the homeless where clients are charged a fee or rent, required to make a donation or other compensation to receive shelter or services;
- provision of transitional housing where rents exceed 30% of the resident's income;
- provision of transitional housing where annual income from rents exceeds 50% of the organization's total budget for the transitional housing program;
- to acquire real property (buildings, land and structures), including mortgage payments;
- for homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits; and
- provision of shelter beds for which third-party payments are received, including per diem payments from other state agencies and beds set-aside under a purchase of service contract.

Calculating utilization rates for the first three quarters of fiscal year 2007 (July 1, 2006 - March 31, 2007)

An applicant's utilization rate is a measure of shelter capacity versus actual rates of usage (bed nights provided for homeless individuals). The number of actual bed nights provided should be based on data submitted on quarterly reports for the first three quarters of FY 07.

To calculate this rate for the nine month period:

- 1) Multiply 274 (total days in the first three quarters) by the total bed capacity funded by DHCD in FY 07. This will provide the 100 percent capacity figure.
- 2) Divide the actual number of bed nights provided by the 100 percent capacity figure calculated in step 1. This is the utilization rate.

Example:

Shelter ABC had 40 beds funded by DHCD for fiscal year 2007. They reported 7,564 actual bed nights provided for homeless individuals during the first three quarters.

- 1) $274 \times 40 = 10,960$
- 2) $7,564 / 10,960 = 69\%$ utilization

Emergency Shelter Grant (ESG)

Eligible Activities

Through this application, ESG offers grants for the costs of operations of programs for the homeless, and staff costs for operations of facilities that do not exceed ten percent of the ESG award.

Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in **non-entitlement** jurisdictions in Virginia that provide emergency shelter, transitional housing and/or day shelter programs for homeless persons within the Commonwealth of Virginia. *Applicants facilities located in any of the U. S. Department of Housing and Urban Development (HUD) designated entitlement cities of Norfolk, Richmond, Roanoke and Virginia Beach and entitlement counties of Fairfax, and Prince William are not eligible for ESG funding.*

Transitional housing facilities receiving funds from any of the following are not eligible to apply for ESG funding:

- HUD Supportive Housing Program grant for operations
- Section 8 Program rental subsidy
- other governmental rental subsidy

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences. Recipients must abide by the requirements detailed in the *Federal Register Part II CFR Part 576*, the Housing and Community Development Act of 1992, regulations related to Lead-Based Paint Hazards, and other applicable federal and state regulations.

At a minimum, all facilities assisted with ESG must meet HUD Section 8 Housing Quality Standards and Habitability Standards. DHCD will contact applicants that have not previously received ESG funds to schedule a facility tour prior to a funding decision. In addition, DHCD may contact applicants for verification or clarification of information or for additional information prior to a funding decision.

Match

Recipients of ESG funds are required to provide a dollar-for-dollar match.

Ineligible Activities

ESG funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- provision of shelter or services to persons other than those who are homeless;
- provision of emergency shelter for the homeless where clients are charged a fee or rent, required to make a donation or other compensation to receive shelter or services;
- provision of transitional housing program receiving a HUD Supportive Housing Program grant for operations, Section 8 Program subsidy or any other governmental rental subsidy;
- provision of transitional housing where rents exceed 30% of the resident's income;
- provision of transitional housing where annual income from rents exceeds 50 percent of the organization's total budget for the transitional housing program;
- to acquire real property (buildings, land and structures), including mortgage payments;
- for building conversion or shelter renovation, rehabilitation or repair, or the fees associated with these activities;
- for homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits; and
- provision of shelter beds for which third-party payments are received, including per diem payments from other State agencies and beds set-aside under a purchase of service contract.

Calculating utilization rates for the first three quarters of fiscal year 2007 (July 1, 2006-March 31, 2007)

An applicant's utilization rate is a measure of shelter capacity versus actual rates of usage (bed nights provided for homeless individuals). The number of actual bed nights provided should be based on data submitted on quarterly reports for the first three quarters of FY 07.

To calculate this rate for the nine month period:

- 1) Multiply 274 (total days in the first three quarters) by the total bed capacity funded by DHCD in FY 07. This will provide the 100 percent capacity figure.
- 2) Divide the actual number of bed nights provided by the 100 percent capacity figure calculated in step 1. This is the utilization rate.

Example:

Shelter ABC had 40 beds funded by DHCD for fiscal year 2007. They reported 7,564 actual bed nights provided for homeless individuals during the first three quarters.

- 1) $274 \times 40 = 10,960$
- 2) $7,564 / 10,960 = 69\%$ utilization

SECTION 3: CHILD SERVICES COORDINATOR GRANT (CSCG)

PROGRAM GUIDELINES AND REQUIREMENTS

Eligible Activities

CSCG offers grants for salary support for coordinators of services for children in emergency shelter and transitional housing programs. Child Service Coordinators should ensure each child in the facility:

- receives a physical health screening or assessment and are referred for treatment if necessary
- all school-age children are enrolled and attend school
- children over the age of five receive a mental health screenings or assessment and are referred for treatment if necessary
- referrals and advocacy for children are provided on an as needed basis

Awards will be made based on the number of children served in the first three quarters of FY 07 and the amount of funds available for allocation.

Eligible Applicants

- Eligible applicants are incorporated nonprofit organizations and local governments in Virginia who provide emergency shelter or transitional housing for homeless families with children within the Commonwealth of Virginia.
- DHCD staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

Outcomes Targets

- 30% of children served in Emergency or Domestic Violence Shelters receive a health screening or assessment by professional staff and referrals are made for any necessary treatment;
- 75% of children served in Transitional Housing receive a health screening or assessment by professional staff and referrals are made for necessary treatment;
- 30% of children over the age of five who are served in an emergency shelter receive a mental health screening or assessment by professional staff and are referred to a mental health agency when necessary; and
- 75% of children over the age of five in transitional housing receive a professional mental health screening or assessment by professional staff and are referred to a mental health agency when necessary.

Priority Considerations

Due to limited funding emergency shelters will be given priority but transitional housing programs with high numbers of children may also be funded.

Match

There is no match requirement. However, recipients of CSCG funds are encouraged to use other resources to supplement Children's Coordinators' wages or salaries when appropriate.

Ineligible Activities

CSCG funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- purchase of resource materials, educational materials, publications or other literature;
- purchase of child care services for homeless children;
- full time Child Service Coordinators may not be used to provide primary child care services;
- provision of general administrative and programmatic support functions to the shelter by the Child Services Coordinator;
- purchase of equipment of any kind;
- operational costs, including travel; and
- administrative costs.

SECTION 4: CHILD CARE FOR HOMELESS CHILDREN PROGRAM (CCHCP)

PROGRAM GUIDELINES AND REQUIREMENTS

Eligible Activities

CCHCP offers grants for assistance with the costs of child care for homeless children residing in emergency shelter and transitional housing facilities. CCHCP recipient agencies may only use child care providers that are licensed by the Virginia Department of Social Services. Additionally, the funds may only be used for child care providers that are on the DSS list of eligible providers in the service area.

Parents of homeless children receiving assistance with the costs of child care must be employed, seeking employment (as verified through documentation) or in a job training or educational program. Assistance may be provided for a limited time while seeking employment. There is no match requirement for a CCHCP recipient. However, CCHCP requires that parents with income pay a portion of the child care costs equal to ten percent of monthly gross income or \$25, whichever is greater, regardless of the number of children accessing child care, the number of hours of child care needed for the month, or the cost of the child care.

Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in Virginia who provide emergency shelter and/or transitional housing for homeless families with children within the Commonwealth of Virginia. DHCD may contact applicants who have not previously received homeless assistance funds through the Department to schedule a site visit prior to a funding decision. DHCD may contact applicants for verification or clarification of information or for additional information prior to a funding decision. Recipients of CCHCP funds must abide by the requirements detailed in the *Federal Register, Part 45 CFR Parts 98 and 99*.

Outcome Targets

- 100% of eligible low-income families in homeless shelters needing child care to support employment will receive it, subject to available funding;
- 60% of households receiving child care have at least one parent employed when exiting the shelter;
- 85% of households entering the shelter with employment maintain employment when leaving the shelter through the provision of child care; and
- 30% of households receiving child care services move to permanent housing when exiting the shelter.

Match

There is no required match.

Ineligible Activities

CCHCP funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- payments to homeless parents for child care costs or other costs;
- purchase of child care services for homeless children exceeding the market rate for the locality as established by the Virginia Department of Social Services; and
- payment of the entire costs of child care for parents with income.

SECTION 5: DEFINITIONS

The words and terms listed, when used in these guidelines, shall have the following meaning unless the context clearly indicates otherwise.

Applicant	an incorporated nonprofit organization or unit of local government that makes application for funds under this program
Application	the written request for grant funding
Capacity	the maximum number of full-year resident beds at a facility available for use by the homeless within the approved rate of the local building official
Case Management	a form of supportive services; specifically outlined levels are defined in the application
CCHCP	Child Care for Homeless Children Program; funded through the Child Care and Development Block Grant.
Chronic Homelessness	An unaccompanied homeless individual with a disabling condition who has either: (a) been continuously homeless for a year or more OR (b) has had a least 4 episodes of homelessness in the past 3 years.
CoC	Continuum of Care
CSCG	Child Services Coordinator Grant
DHCD/Department	Virginia Department of Housing and Community Development
Day Shelter	a drop-in service center with no overnight accommodation
Domestic Violence Shelter	a program designed to provide emergency shelter for victims of domestic violence (and their dependents, when appropriate); these shelters may grant priority to domestic violence victims, but must provide services to women (and their dependents, when appropriate) who are homeless due to other causes when space is available
Emergency Shelter	short-term accommodation of less than six months for homeless individuals and families; Emergency shelters serve to assist in resolving immediate crises, assess participants' needs and assist them to access appropriate housing, employment resources and/or human services.
ESG	Emergency Shelter Grant; funded through the U.S. Department of Housing and Urban Development
Facility	all or any portion of buildings or structures used to provide direct shelter services
Grant Year 2008	July 1, 2007 through June 30, 2008
Grant Agreement	the contract between DHCD and the service provider containing the terms and conditions provided for within a specific program

HUD	U. S. Department of Housing and Urban Development
HQS	Housing Quality Standards; a set of structural and maintenance standards established by the U. S. Department of Housing and Urban Development
Habitability Standards	a set of structural, maintenance and environmental standards established by the U. S. Department of Housing and Urban Development
Handicapped Accessibility	the absence of architectural or communication barriers which restrict full access to a facility by an individual with a physical or mental impairment
Homeless	<ol style="list-style-type: none"> 1. An individual or family which lacks a fixed, regular, and adequate nighttime residence: or 2. An individual or family which has a primary nighttime residence that is: <ol style="list-style-type: none"> (a) A supervised publicly or privately operated shelter designed to provide temporary living conditions (including welfare hotels, congregate shelters, and transitional housing for persons with mental illness; (b) An institution that provides a temporary residence for individuals intended to be institutionalized; or (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. 3. The term <u>does not</u> include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law. 4. The term <u>does not</u> include any individual or family living in structures that are not physically sound, or those who are living with friends or family in a structure meant to house one family or individual (doubled-up or overcrowded conditions). 5. The term <u>does not</u> apply to those who are considered at imminent danger of becoming homeless due to eviction or foreclosure. If eviction or foreclosure occurs, the individual or family may be considered homeless if there are no other housing resources available to them.
Local Approval	endorsement of a project proposed by a nonprofit organization by an authorized local government official
Locality	a city, county, or town located within the Commonwealth of Virginia
Maintenance	routine repairs to a building or property to assure its continued safe, sanitary, and energy-efficient use
Minimum Shelter Standards	standards outlined in the "Self-Survey" administered by DHCD during fiscal year 2007

Permanent Housing	a home or apartment, including Section 8, Single Room Occupancy Facilities (SRO) or Public Housing, in which the household plans to stay for a period of time
Project Sponsor	a non-profit organization or local government providing housing and services for homeless families and individuals receiving state and/or federal funds through DHCD to assist with these activities
Rehabilitation	substantial physical improvements/repairs to a facility which will secure it structurally, correct building, health, or fire safety code defects; increase energy efficiency; and assure safe and sanitary occupancy
Service Area	the geographic area or jurisdiction served by a nonprofit organization or a local government
Supportive Services	Assistance that: <ol style="list-style-type: none"> 1. Addresses the special needs of eligible persons; and 2. Provides appropriate services or assists such persons in obtaining appropriate services, including health care, mental health treatment, alcohol and other substance abuse services, child care services, case management services, counseling, supervision, education, job training, and other services essential for achieving and maintaining independent living. (Inpatient acute hospital care is not considered a supportive service.)
SSG	State Shelter Grant
Transitional Housing	housing for homeless individuals and families intended to help residents build the skills and access the resources to move to permanent housing or permanent supportive housing within a period of between six and twenty-four months ; single adults may have private or shared rooms; families should have private apartments or at minimum have private sleeping quarters; case management services are expected
Winter Shelter	seasonal facility open during inclement months of the year providing, at a minimum, beds and food to homeless persons; additional supportive services may be offered
Utilization Rate	a measure of shelter capacity versus actual rates of usage (bed nights)